



# City of Lemon Grove

Invites Applications for:

## **FINANCE MANAGER**

**\$6,291.87 - \$8,037.22 per month**

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### **THE POSITION:**

Under administrative direction of the City Manager, the **Finance Manager** plans, organizes, and directs accounting functions including payroll, budgeting, purchasing, auditing, investing, and maintenance of the finance system, and related programs and/or services as assigned; provides highly responsible and professional staff assistance to the City Manager; and exercises direct supervision of Finance's staff, 3.5 FTE's.

Primary duties and responsibilities include, but are not limited to: participating in the development and implementation of goals, objectives, policies, procedures, and priorities for assigned service areas, programs and activities; establishing and maintaining internal control procedures and assuring State and Federal standard accounting procedures are maintained; preparing and presenting financial statements and reports to the City Council; preparing City budgets and overseeing City audits; developing estimates of City revenues, expenditures and year-end balances; managing departmental operating budget preparation; allocating resources and administering the approved budget; participating in the forecast of additional funds needed for staffing, equipment, materials, and supplies; reviewing invoices for accuracy, assigning expenditures to accurate accounts and authorizing expenditures; planning, organizing, selecting, and supervising the work of departmental staff and evaluating staff performance; serving as department liaison with other departments, divisions and outside agencies for Citywide projects and programs; representing the City to outside agencies and professional organizations as required; building and maintaining positive working relationships with co-workers, other City employees and the public using principles of good customer services; and performing other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

This position requires a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or closely related field; five

(5) years of progressively responsible finance experience, preferably in a municipal government environment with some supervisory experience; and a valid Class C California driver's license.

The ideal candidate will possess knowledge of principles and practices of municipal accounting, fiscal planning, budgeting, and auditing. Additionally, he/she must be able to make effective public presentations.

#### **COMPENSATION & BENEFITS:**

- **\$75,502.44 - \$96,446.61 per year, DOQ;**
- 4-Day work-week (closed every Friday);
- Two (2) weeks of paid vacation per year with increases based on length of service;
- Eleven (11) holidays, plus one (1) floating holiday;
- Twelve (12) sick days per year;
- 25 hours of Executive Leave at the start of each fiscal year;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage; AD & D - \$50,000 coverage;
- Retirement – California Public Employee's Retirement System (PERS) 2% @ 60 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security, both the City and employee contribute 1.45% to Medicare;
- Health Insurance – The City provides employees with a \$750 monthly contribution for medical, dental, and vision insurance for themselves and their dependents; and
- Other Benefits – 457 deferred compensation plan. Employee Assistance Program (EAP) and direct deposit are also available.

#### **WORKING CONDITIONS**

Physical Conditions: Incumbents are required to stand or sit for prolonged periods of time; occasionally stop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight.

Work Environment: Incumbents are required to work in a standard office environment with extensive public contact and frequent interruptions.

#### **CLOSING DATE/APPLICATION PROCEDURE:**

A City application must be filed/submitted to the Human Resources Department at 3232 Main Street, Lemon Grove, CA 91945 or via email at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov). **This recruitment will remain open until the needs of the City are met.** Postmarks are not accepted. Candidates are requested to provide thorough yet concise information on their experience and education.

City applications will be evaluated and candidates meeting the minimum qualifications will be invited to participate in the selection process, which may consist of a written exercise and/or oral interviews to be held in the City of Lemon Grove. A City application is available on the City's Website: [www.lemongrove.ca.gov](http://www.lemongrove.ca.gov).

**Note:** Prospective employees will undergo and must successfully pass, a background reference check (including fingerprinting) and a medical examination, which will include a drug screen. All new employees must verify identity and entitlement to work in the United States by providing documentation required by the Immigration & Control Act of 1986. Additionally, successful applicants may be subject to random drug and alcohol testing in accordance with Federal regulations.

Candidates who require a reasonable accommodation in the selection process are required to submit their request in writing specifying their need(s) with their application materials.

If you have any questions regarding this position, please contact Roberto Hidalgo, Human Resources Manager at [rhidalgo@lemongrove.ca.gov](mailto:rhidalgo@lemongrove.ca.gov) or at 619-825-3848.

*10/26//21-Revised*

The City of Lemon Grove is an EEO/AA/ADA employer.

The provisions of this bulletin do not constitute an expressed or implied contract and any provision may be modified or revoked without notice.